

25X1

Approved For Release 2005/08/03 : CIA-RDP70-00241R000800170003-1
RECORDS CONTROL SCHEDULE

SECRET

INCE

OFFICE. DIVISION. BRANCH

SIGNATURE

TITLE	25X1	DATE
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25X1

DATE _____

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

OFFICE OPERATIONS AND ADMINISTRATIVE FILE

Consists of correspondence to and from Headquarters, reports, studies, and similar records reflecting the policies and procedures

5.0

TEMPORARY. Destroy when 3 years old.
(Cut off at end of each year; destroy
3 years thereafter.)

flecting the internal administration of the Office such as accounting for advances, personnel records, travel documents, training, communications and related functions. Filed by subject.

(1956-1961)

2

CONVENIENCE FILES (READING)

Consists of extra copies of outgoing correspondence

6.0

1.0

TEMPORARY. Destroy when 2 years old.
(Cut off at end of each year; hold
two years then destroy.)

FORM NO. 139 USE PREVIOUS
1 JAN 56 EDITIONS.

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(41)

ITEM NO.		Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170003-1		POSITION INSTRUCTIONS
25X1	3	<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> FUNDS ACCOUNTING Copies of vouchers, cancelled checks, reconciliation statements, memos covering official entertainment, and other papers relating to <div style="border: 1px solid black; width: 200px; height: 15px; display: inline-block;"></div> which Used in support of audit determinations. Filed by type of record, by fiscal year, and chronologically thereunder.	.2	SECRET PERMANENT. Disposal not authorized. (File in inactive file when balances are reconciled.) Retain for audit purposes.
25X1	4	<div style="border: 1px solid black; width: 400px; height: 300px; margin: 10px 0;"></div>		TEMPORARY. Destroy 2 years after final contact with source. (Place in inactive file when source becomes inactive and destroy 2 years thereafter.) TEMPORARY. Destroy 11 years after final contact. (Place in inactive file when source is no longer active; destroy 11 years thereafter.)
25X1				SECRET

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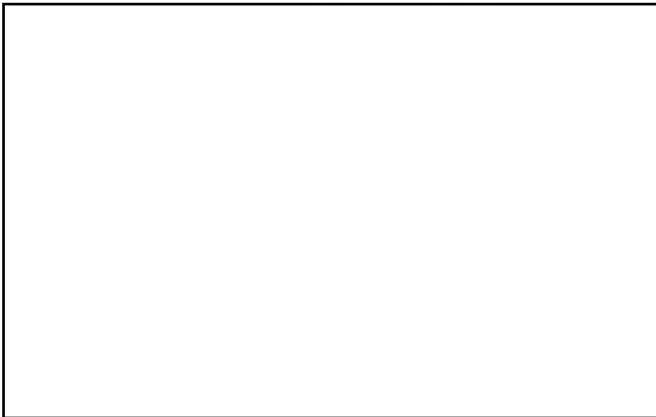
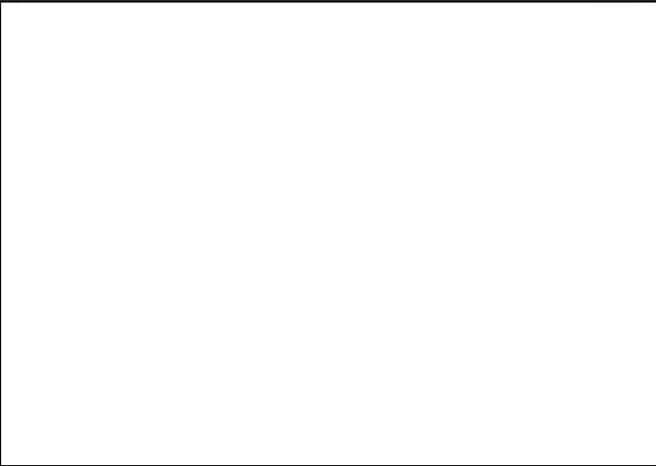
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8		<div data-bbox="1539 898 1612 930">25X1</div> <p data-bbox="1031 926 1544 1031">TEMPORARY. Destroy 2 years after case is closed. (Place in inactive file when case is closed and destroy 2 years thereafter.)</p>
9		<p data-bbox="1031 1350 1466 1402">TEMPORARY. Destroy when guide is cancelled or replaced.</p>

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10	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="text-align: right; border: 1px solid black; padding: 2px;">SECRET</div> <p>TEMPORARY. Destroy when 2 years old. (Maintain a 2 year level; thereafter destroy oldest month after filing current month.)</p>
11	<p>COMMUNICATIONS LOG</p> <p>A log record of the receipt and dispatch of reports, process sheets, and memos received by or mailed from the Office. Filed chronologically.</p> <p style="text-align: center;">(1958-1961)</p>	<p>1.5</p> <p>TEMPORARY. Destroy when 1 year old.</p>
12	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>TEMPORARY. Destroy when information is obsolete or when no longer needed for reference purposes.</p>

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13	<p>WORKING FILES</p> <p>Working papers, reports, notes, etc.,</p> <div data-bbox="233 976 850 1194" style="border: 1px solid black; height: 180px; margin-top: 10px;"></div>	<p>SECRET</p> <p>20.0</p> <p>TEMPORARY. Destroy when no longer needed for reference purposes.</p>
14	<p>REFERENCE PUBLICATIONS</p> <p>Consists of publications maintained primarily for reference purposes. Included</p> <div data-bbox="233 1373 828 1470" style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>	<p>22.5</p> <p>TEMPORARY. Destroy when obsolete or no longer needed for reference purposes.</p> <p>SECRET</p>

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ENCLOSURES